

## **Cal EMA 657DT – TRANSACTION REQUEST**

This document is used in order to request authorization to **DISPOSE** of or **TURN-IN** equipment that is listed on your agencies LEEDS inventory.

Please insure that you provide the following information:

1. You must check either the DISPOSAL or TURN-IN box.
2. Your agency's name.
3. Your agency's Point of Contact – this individual must be listed on LESO's Application for Participation and the Cal EMA Data Sheet as a Screener or the Property Accountability Officer.
4. Your agency's address and phone number(s) of the individual submitting the request.
5. A complete description of the item(s) you are requesting to dispose of or turn-in. This information is available from the LEEDS inventory listing that we can provide to you upon request. Please note that the DEMIL Code must be a single alpha character as listed on the LEEDS inventory. If you suspect that the DEMIL code is incorrect, please indicate so in the Justification for Disposal or Turn-in section.
6. Select the most accurate condition of the equipment from the drop down list. You may also overwrite the selections provided in order to provide a more detailed description.
7. Explain why you are requesting authorization to Dispose of or Turn-in equipment. Please note that if the equipment is serviceable and your justification is weak – you may be directed to Transfer the equipment to another Law Enforcement Agency that can make proper use of it.
8. If this request is for authorization to dispose of equipment – Indicate by what method you will dispose of it (i.e. City / County auction, donation to public non-profit organizations, mutilate, refuse, etc...)
9. If this request is for authorization to turn-in equipment – Indicate which DRMO that you have contacted that will accept the turn-in of the equipment.

Once you have completed the document you can transmit it via E-mail to any of the 1033 Program Specialists or via facsimile at (916) 327-8714.